

# GENERAL SERVICES DIVISION

**Number of Staff:** 47

**Locations:** Phoenix City Hall, 10th and 15th floors  
Rapid Copy, Phoenix City Hall, 10th floor  
Printing Services, 920 E. Madison St., Suite A  
Mail Services 305 Garage, 305 W. Washington St.

## ***Fiscal Management (602) 262-4442***

- Prepares and administers department budget preparation and administration
- Coordinates employee suggestion program, facilitates maintenance, telecommunications, purchasing, and other administrative functions
- Prepares and monitors departmental Equal Opportunity/Affirmative Action plan

### **Facts**

- Administers \$19.1 million dollar budget
- Processes \$9.6 million of internal work order credits annually

## ***Payroll/Personnel (602) 262-4944***

- Administers personnel and payroll functions
- Maintains personnel files
- Provides employee assistance on benefits information

### **Facts**

- Processes payroll for 134 full time and up to 50 temporary employees



## ***Mail Services (602) 262-6215***

- Provides all U.S. Mail service Citywide.
- Provides interoffice mail deliveries to all City offices

### **Facts**

- Mails 4.6 million water bills annually
- Realizes \$522,000 savings of postage costs yearly by using presort services
- Processes over 10 million pieces of U.S. Mail annually



***License Services (602) 262-4638***


- Receives, reviews, and issues licenses for all City regulatory businesses
- Coordinates and submits for Council action, liquor, off-track betting, and Bingo license applications
- Maintains computer database for all licensing activities

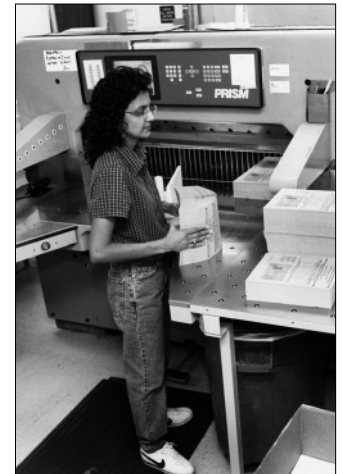
## Facts

- Issues 34,000 licenses annually
- Generates \$2.5 million in revenue annually
- Processes business licenses in an average of 24 days



***Printing Services (602) 262-6549***

- Provides printing and desktop publishing of forms, flyers, brochures, reports, City Council agendas, information booklets and manuals for all City departments
  - Provides desktop publishing services including design, layout and production of original art work
  - Provides digital printing, offset printing and bindery work including folding, padding, stapling, perforating or binding
  - Maintains a Citywide forms control program
  - Provides Rapid Copy Service **(602) 495-5585** for quick turnaround jobs
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- A black and white photograph of a woman with dark hair, wearing a short-sleeved button-down shirt and jeans, standing in a print shop. She is holding a large sheet of paper or a folder. In the background, there is a large industrial printing machine with a control panel that has the brand name 'FRISH' visible. The machine is processing a large sheet of paper. The setting appears to be a professional printing or copy service environment.



## Facts

- Prints 37 million impressions annually
- 2 day turnaround on rush print jobs
- 10 day turnaround on routine print jobs

